To: **Employees Who Made a FEGLI 2004 Open Season Election**

Subject: **FEGLI 2004 Open Season Elections Become Effective!**

Coverage elected during last year's FEGLI open season becomes effective on the first full pay period that begins on or after September 1, 2005, and which follows a pay period in which the employee meets the pay and duty status requirements.*

*For full-time employees, this means they must be in pay and duty status for 32 hours during the pay period before the one in which the coverage is to become effective. For part-time employees and others without a regularly-scheduled tour of duty, check with your servicing personnel office to see what the requirements are. Sick leave, annual leave, donated leave, or any other kind of leave, whether paid or unpaid, does not qualify as pay and duty status.

For most employees who made a FEGLI open season election, this means newly elected coverage will be effective September 4, 2005.

Employees will receive the Employee Copy of the FEGLI '04 Open Season Election Form (FE-2004) and a SF-50 (Notification of Personnel Action) after the FEGLI election is processed.   Deductions for the new FEGLI coverage will be reflected on the employee's Leave and Earnings Statement for pay period 0520.

Two reminders: Please Do NOT contact OPM's life insurance office or the Office of Federal Employees' Group Life Insurance (OFEGLI) about newly elected coverage, because they do not process FEGLI open season elections. Questions may be directed to your Servicing Human Resources Office. Also, please note that this is NOT a new opportunity to elect FEGLI coverage. FEGLI coverage becoming effective now reflects elections made during last year's FEGLI open season.

The next FEGLI open season has not been scheduled. As you probably know, OPM conducts FEGLI open seasons infrequently. For information on how to increase FEGLI coverage outside an open season, or for general information about the FEGLI Program, go to www.opm.gov/insure/life or contact your Servicing Human Resources Office.